



WellPath: We're on our way!

MYWellPath

Welcome to WellPath, your employee benefit which encourages you to be as healthy, happy and productive as you can be.



WellPath program enhancements

- **MYWellPath** is here!
- Born out of feedback received from WellPath Champions and the Annual Employee Survey for WellPath

MYWellPath was designed in response to employee-feedback which we receive from the annual survey for WellPath. Our thanks to everyone who takes the 5 minutes of so to provide this valuable information.



MYwellpath

- **MYwellpath** will allow employees to view their WellPath Account. You can check to see:
 - How many points are in your account
 - How many incentives you have received
 - Report participation to earn more points
 - Change your incentive preference
 - And more.....

MYWellPath is a new employee self-service tool which will allow you to check:

Total number of points in your account

How many incentives you have received

Allow you to find activities in which to participate and then to report participation to earn more points

Allow you to change you incentive preference

Allow you to choose the email address and phone number WellPath uses to communicate with you


Download statements of your account



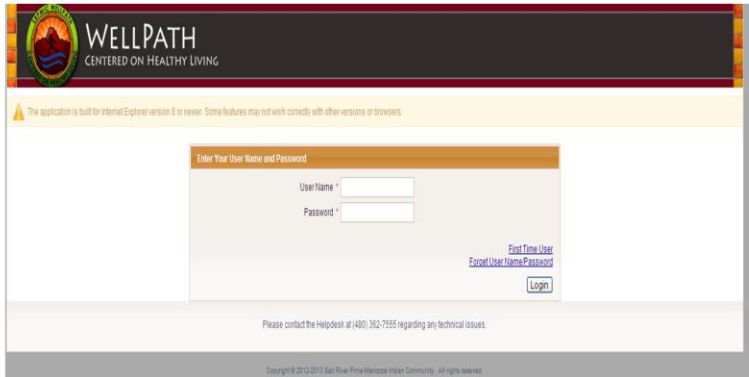
You will access mywellpath from the link on the WellPath Program's web site: www.wellpath.info. Remember both tools are on the web so you can access it from any smartphone tablet or computer with internet access. You can use the computers in the lobby at Two Waters B.

There will be a link to MYWellPath in the main navigation menu under the WellPath Banner and from the pull-down menu under "Participation."

These links will appear on/before 7/29/2013.



You will want to use Internet Explorer 8 or newer



HELP is available Monday – Friday 8am – 5pm

From www.wellpath.info you will land on the mywellpath log-in screen, Look in the lower right-hand corner near the login button [pan to first time user and click] and click the link for **“First Time User.”**

There is also a link for participants who forgot their username and password which brings you to a reset password utility.

The number for the Help desk is at the bottom of the screen. Help regarding technical issues is available Monday – Friday 8am – 5pm.

To set up your account click First Time User [next slide]



Once you have clicked on the first time user link you will open the **validation information** window. You will need the following information to create your account [zoom in]

Your employer such as Casino Arizona, Salt River Land Fill or SRP-MIC

You will provide your last name

You employee id number and,

The **month and year you were hired**. (may want to send reminders and/or have a way to look up EE's month & year of hire)

[next slide for example of organization pull-down menu]



MYwellpath



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Enter Validation Information

Organization *

Last Name *

Employee Number *

Hire Month/Year (mm/yyyy) *

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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Click on the organization field and choose your employer. If you work for an enterprise other than Salt River Landfill or Casino Arizona choose the SRP-MIC & Other SRP-MIC Enterprise option

MYwellpath

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Your user account has been created successfully.

Home | Event Calendar | Activity | Profile | Links | Logout
Waters

Announcement

Test Announcement 2
Test Announcement 2

ABC Status

✓ A Orientation Verification Form

✓ B Know Your Numbers

✗ C Wellness Assessment

Points

Career Total: 357

This Year Earned: 75

This Year Redeemed: 100

Redeemable: 17

Pending: 0

Expire Soon: 2

Incentive Type: Time Off
(25 points are worth 2 hours. Redeemable unit is 2 hours.)

Questions? Email wellness@armco-nan.gov or contact your department Champion.

Recent Logged Activities

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Status
ABCs	Orientation Verification Form	33	04/15/2013	04/15/2013 12:00:00		Approved
WellPath Endorsed Event	L&L Small Steps to Big Retirement	10	04/03/2013	04/08/2013 12:00:00	04/19/2013	Submitted
WellPath Endorsed Event	NERO Walk National Benefits Day	15	04/02/2013	04/02/2013 12:00:00	04/19/2013	Submitted
WellPath Endorsed Event	2013 March Madness 13K 3-Mile	15	03/30/2013	03/30/2013 12:00:00		Approved
WellPath Endorsed Event	2013 Interdepartmental Basketball Tournament	25	03/06/2013	03/06/2013 12:00:00	04/19/2013	Submitted

Recent Redemption

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2013	Time Off	12	Hour
05/10/2013	Time Off	12	Hour
05/03/2012	Time Off	12	Hour
05/19/2012	Time Off	12	Hour

Please contact the Helpdesk at (480) 352-7555 regarding any technical issues.

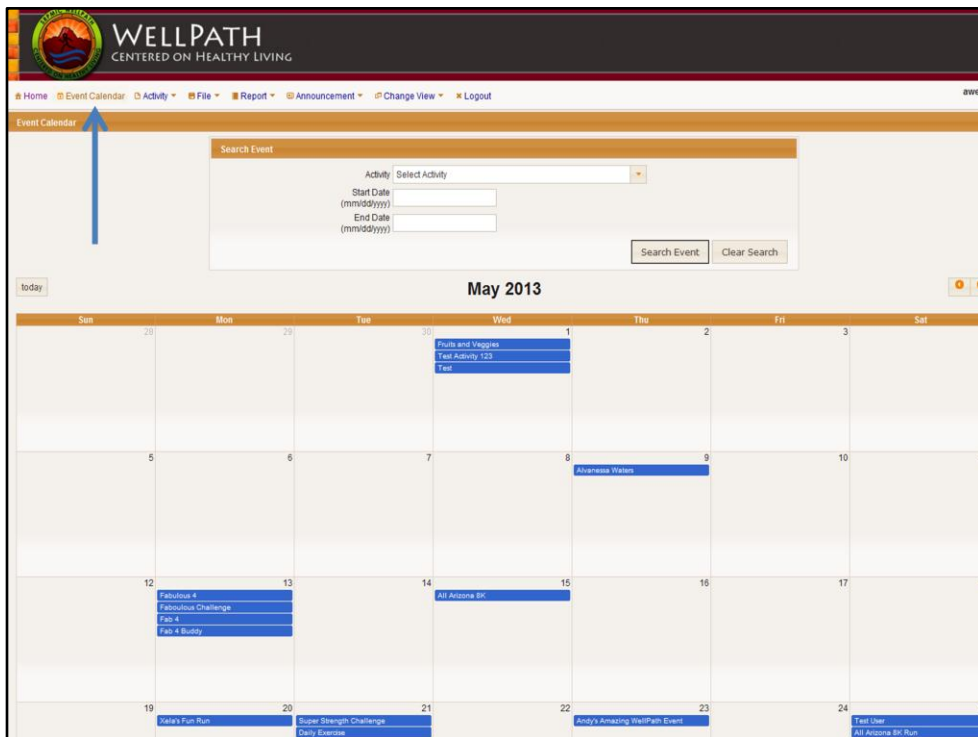
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Congratulations, your account has been created successfully. You are at your mywellpath homepage. Take a second to look around.

Check out your status for the ABCs of Participation (left-hand column below main navigation menu and announcement). You must have completed the ABCs of Participation to redeem your points for incentives. If you have not completed your ABCs, your points will remain in your account until you do. The ABCs are completed during the 1st quarter (January – March) of each year for SRP—MIC, Salt River Landfill and all enterprises except Casino Arizona). Casino Arizona Employees complete the “ABCs” in the 4th quarter (October – December) of each year. Points expire after 15 months so you will always have at least one opportunity to complete the ABCs and redeem your points for incentives once you earn them.

WellPath is your employee benefit designed to help motivate you and provide opportunities for you to maintain and even improve your health. Please see the other mywellpath tutorials found on the WellPathTV page of www.wellpath.info. You can learn how to find WellPath-endorsed activities in which to participate. Tutorials are available to show you how to:

Check your point balances, report participation, how to see your account history including how to print statements, how to see how many points are in your account and how many points you have redeemed for incentives.



If you click on the link for **Event Calendar** in the navigation menu at the top the event calendar appears at the current month. You can use the search filters to locate a specific event by name of activity, the start and/or end date of the activity.

The event calendar can be used to find WellPath-endorsed activities in which you would like to participate and also to report participation once you have completed a WellPath-endorsed event.

[examples of filter use on following two slides]

The screenshot displays the WellPath website's Event Calendar. The header features the WellPath logo and the tagline "CENTERED ON HEALTHY LIVING". A navigation bar includes links for Home, Event Calendar, Activity, File, Report, Announcement, Change View, and Logout. The main content area is titled "Event Calendar" and contains a "Search Event" form. This form has fields for "Activity" (a dropdown menu), "Start Date (mm/dd/yyyy)", and "End Date (mm/dd/yyyy)". A dropdown menu is open from the "Activity" field, showing a list of activities: "Select Activity", "(Not so) Sweet Truth about Sugar", "2012 Orme Dam 5K Run/Walk", "2013 March Madness 13K, 3-Mile", "401K One-on-One Sessions", "Aids Walk Phoenix", "All Arizona 8K", and "All Arizona 8K Run". Below the search form is a calendar grid with columns for Sun, Mon, Tue, and Fri. The date 28 is visible under Sun, and 29 under Mon. A "today" button is located to the left of the calendar grid. To the right of the search form are buttons for "Event" and "Clear Search".

Here is an example of the activity list from the filter search tool. As you type a name the list narrows towards your selection.

[next slide for date]

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Home Event Calendar Activity File Report Announcement Change View Logout

Event Calendar

Search Event

Activity: Select Activity

Start Date (mm/dd/yyyy):


End Date (mm/dd/yyyy): Jul 2013

Search Event Clear Search

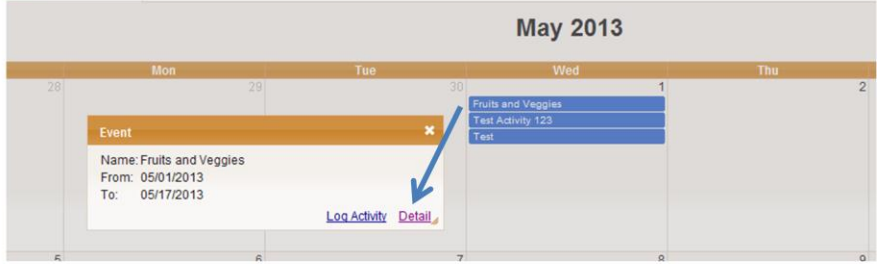
today

Sun	Mon	Tue	Wed	Thu	Fri
28	29	30	31	1	2
				Fruits and Veggies	
				Test Activity 123	
				Test	
5	6	7	8	9	
				Alvanessa Waters	

If you know the data range for an activity for which you are searching you can select it with the date-picker.



Choose an activity



Once you find an activity click on it and the event window opens displaying the name of the event, the start and end dates. You can choose the **Detail** link to learn more about the event or you can choose the **Log Activity** link to report that you have completed the chosen activity.

Click on the **Detail** link to learn more about the event [next slide]

NOTE: Some activities do not require that the employee report participation. If that is the case, the **Log Activity** link will be missing and only the detail link will show when the calendar item is opened.

Café Lunch & Learn Healthy Side Dishes

HR-Training & Development

July 26th

Time: 11 & 12:15

Location: D1- Round House Café Sun Room

"Eat what you learn to cook..." Summer is here! In our summer sides class we will discuss and prepare quick and easy summer side dishes all focused on healthy ingredients! Grilled vegetable salad, Greek pasta salad, Caprese salad and more! So leave that store bought macaroni salad at the deli counter and impress your family and friends with one of the new recipes you learn!

❖ Please register through BREEZE

❖ For questions please contact JustAskTraining@srpmic-nsn.gov or x7960


15 WellPath Points

How do I access Breeze?
Go to: <http://saltriver.mzinga.com/>
Your Login = Your full email address.
Your Password = Is "breeze" (until you change it).



Clicking on the detail link will take you back to the WellPath Endorsed Events Calendar on www.wellpath.info. Here you will find a description of the event, the number of WellPath points for which the event is endorsed, and a link to register for the event. This will open in a new tab and you will still be able to navigate in mywellpath by going back to the calendar tab.

This will open in another window and leave the employee where they were in MYWellPath.



Report an activity



The screenshot shows a calendar for May 2013. An event titled "Fruits and Veggies" is highlighted. A pop-up window shows the event details: "Name: Fruits and Veggies", "From: 05/01/2013", and "To: 05/17/2013". At the bottom of the pop-up, there are two links: "Log Activity" (underlined in blue) and "Detail" (underlined in purple). A blue arrow points from the "Log Activity" link to the event in the calendar.

If you are reporting a WellPath-endorsed activity which you have completed you would choose the **Log Activity** link in the **Event** tab which pops up when you click on a specific event in the mywellpath event calendar.

Please consider that not all activities require the employee report participation. If reporting isn't necessary then this link will be missing and you will not find the event when searching to report.

For example any activity completed using the myameriben.com web site is reported on behalf of the employee and WellPath enters that for the employee. Another example is the Fab 4 Challenge (most health challenges for that matter). We have a list of the employees who complete the challenge successfully and we enter that for the employees and employees do not need to report participation.

[log activity next slide]

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Home Event Calendar Activity Profile Links Change View Logout

Log Activity **Log Activity** Activity Report

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

Category * WellPath Endorsed Challenge

Activity * Fruits and Veggies

Completion Date (mm/dd/yyyy) *

Notes

256 characters remaining.

Simple Evidence * [Select Simple Evidence](#)

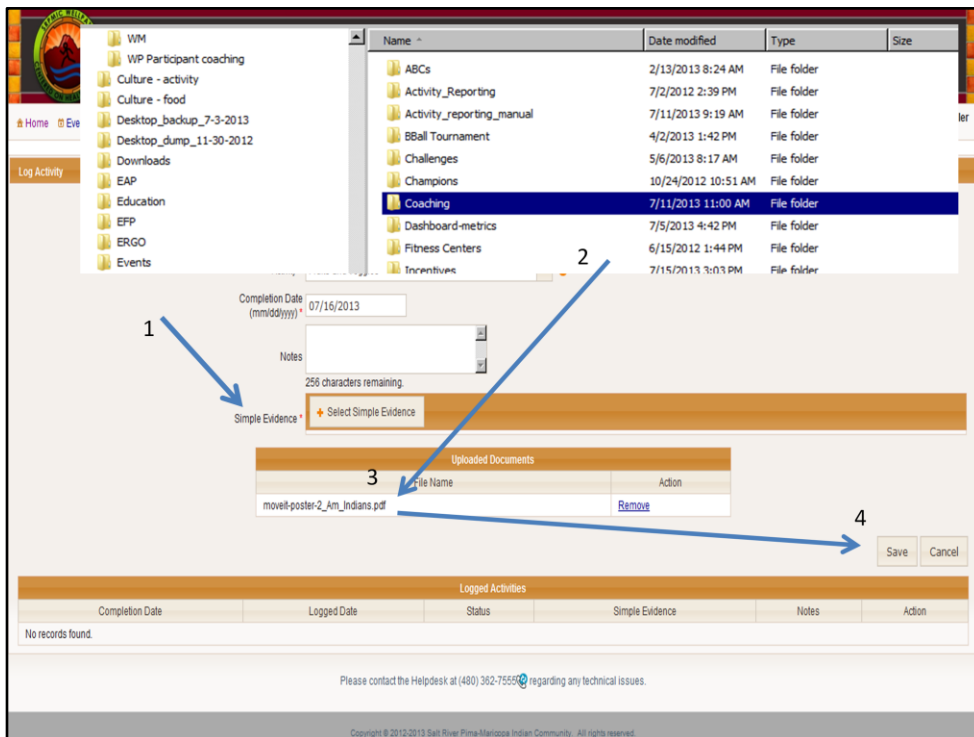
Save Cancel

Logged Activities					
Completion Date	Logged Date	Status	Simple Evidence	Notes	Action
No records found.					

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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When you click on the **Log Activity** link from the Event Calendar you will be taken to the **Log Activity** screen and the fields will auto-populate. It is good to know that you can also access the **Log Activity** screen through the **Activity** link in the navigation menu and use the search filters to locate the activity you have completed and which you are logging.



Here you have the opportunity to enter notes for this log of activity you completed and here is where you would upload your *simple evidence*. In many cases, you will not be able to log your activity unless you upload simple evidence.

[Animation] When you click on simple evidence (#1 above) your Window's Explorer will open for you to choose the file which is your simple evidence (#2 above). When you choose your simple evidence you will see it upload in the **Uploaded Documents** area in the **Log Activity** screen (#3 above). At this point you hit save to submit your activity report (#4 above).

[next slide is Logged Activities]



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Home Event Calendar Activity Profile Links Change View Logout aweller

Log Activity **Log Activity** Activity Report

If the activity is a calendar event, You also can use [Event Calendar](#) to find the activity.

Category * WellPath Endorsed Challenge

Activity * Fruits and Veggies

Completion Date (mm/dd/yyyy) *

Notes

256 characters remaining.

Simple Evidence * [Selected Simple Evidence](#)

Save Cancel

Logged Activities					
Completion Date	Logged Date	Status	Simple Evidence	Notes	Action
07/16/2013	07/16/2013 09:07:19	Pending	mowell-poster-2 Am Indians.pdf Delete		Edit

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

When you have submitted your report you will see it appear at the bottom of the **Log Activity** screen in the **Logged Activities** area. Here you can review your simple evidence, check your notes and use the edit button to change your simple evidence or notes. You can see here that the status of this logged activity is pending. It will be reviewed along with your simple evidence and approved which will enter the points into your WellPath Account. You can verify this by using the **Activity Report** link under the **Activity** link in the main navigation menu. [next slide]

WELLPATH
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

Activity Report Log Activity

Activity Report

Date Range

Start Date (mm/dd/yyyy) 01/01/2013
End Date (mm/dd/yyyy) 07/16/2013

Run Report Reset Cancel

Activities

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Submitted Incentive Type	Status
Prevention	Flu Shot (Prevention)	10	05/21/2013	05/21/2013 10:01:10			Approved
Prevention	Blood Donation (Prevention)	10	05/21/2013	05/21/2013 10:05:20			Rejected
Points Balance Correction	Points Balance Correction	15	05/21/2013	05/21/2013 10:20:00			Approved
WellPath Endorsed Event	All Arizona 8K Run	10	05/25/2013	05/21/2013 09:53:16			Approved
WellPath Endorsed Event	All Arizona Marathon	10	05/25/2013	05/21/2013 10:12:19			Approved

Redemption

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
No records found.			

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

By using the **Activity** link in the main navigation menu you can use the **Activity Report** tab to check on your reported activities and the activities for which you have received incentives. You can filter and narrow the report by using the dates and clicking on run report. If you choose you can toggle through your activities by using the arrows or page numbers above the **Activities** area.

You can choose to download your report into Excel or to create a pdf-formatted document. Just click on the icons above the page numbers and arrows.

Notice here you can see the status of your reported events: *Submitted* (pending), *Approved* or *Rejected*. MYWellPath may have notes regarding your submission. If your logged activity was rejected you receive an email notifying you which contains the notes.

You can also check on your reported activities from your MYWellPath home page [next slide]

Home Event Calendar Activity Profile Links Change View Logout aweller in view of employee: Pally Powers

Announcement

Check status of reported activities from the home page (here)
or the activity report page (next slide)

ABC Status

- ☒ A Orientation Verification Form
- ☒ B Know Your Numbers
- ☒ C Wellness Assessment

Points

Career Total: 869
This Year Earned: 202
This Year Redeemed: 200
Redeemable: 9
Pending: 10
Expire Soon: 0

Incentive Type: Time Off
(25 points are worth 2 hours. Redeemable unit is 2 hours.)

Questions? Email wellness@spmic-nsn.gov or contact your department Champion.

Recent Logged Activities

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Status
WellPath Endorsed Event	All Arizona 8K Run	10	05/25/2013	05/21/2013 09:56:48		Rejected
WellPath Endorsed Event	Warrior Dash 2013	10	04/13/2013	04/13/2013 12:00:00	05/02/2013	Submitted
ExerciseFitness Participation	ExerciseFitness Participation	50	03/31/2013	04/25/2013 12:00:00	05/03/2013	Submitted
ABCs	Wellness Assessment	33	03/26/2013	04/23/2013 12:00:00	05/03/2013	Submitted
ABCs	Know Your Numbers	34	03/20/2013	03/26/2013 12:00:00	05/03/2013	Submitted

Recent Redemption

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2013	Time Off	4	Hour
05/10/2013	Time Off	4	Hour
06/03/2012	Time Off	4	Hour
05/19/2012	Time Off	4	Hour

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.

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From you MYWellPath home page you can also see your **Recent Logged Activities** and **Recently Redeemed Activities**. You can see when you logged each activity and the status of logged activities. Here you can see activities which have been submitted have payroll submission dates.

[Next slide] You would use the **Activity Report** link under the **Activity** link in the main navigation menu to use filters to find activities and to download activity reports in Excel or PDF format.

Home Event Calendar Activity Profile Links Change View Logout aweller in view of employee: Patty Powers

Activity Report Log Activity

Activity Report

Date Range

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Run Report Reset Cancel

Activities

Category	Activity Name	Points	Completion Date	Logged Date Time	Payroll Submit Date	Submitted Incentive Type	Status
ABCs	Know Your Numbers	34	04/04/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
ABCs	Wellness Assessment	33	05/01/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
Exercise/Fitness Participation	Exercise/Fitness Participation	50	06/30/2011	07/02/2011 12:00:00	07/15/2011	FSA	Submitted
ABCs	Orientation Verification Form	33	07/01/2011	07/15/2011 12:00:00	07/15/2011	FSA	Submitted
WellPath Endorsed Event	WellPath Lunch & Learn - Stress Tell Me About It	15	12/27/2011	12/27/2011 12:00:00	12/14/2012	Time Off	Submitted

Redemption

Redeem Date	Redeem Type	Redeem Amount	Amount Unit
05/19/2012	Time Off	4	Hour
06/03/2012	Time Off	4	Hour
05/10/2013	Time Off	4	Hour
05/19/2013	Time Off	4	Hour

You would use the **Activity Report** link under the **Activity** link in the main navigation menu to use filters to find activities and to download activity reports in Excel or PDF format.

Change your incentive preference

The screenshot shows the WellPath web application interface. At the top, there is a header with the WellPath logo and the tagline "CENTERED ON HEALTHY LIVING". Below the header is a navigation bar with links: Home, Event Calendar, Activity, Profile, Links, Change View, and Logout. The "Profile" link is highlighted with a blue arrow. On the left side of the main content area, there is a sidebar with two options: "Change Password" and "Change Profile". The "Change Profile" option is selected. The main content area displays the "Profile" form. The form contains the following fields: User Name (aweller), Email (andrew.weller@srpmic), Phone ((480) 362-2673), Employee Name (Andrew Weller), and Preferred Incentive Type (Hold). A dropdown menu is open for the "Preferred Incentive Type" field, showing the following options: Cash, FSA, HSA, Time Off, and Hold. The "Hold" option is highlighted. At the bottom right of the form, there are "Save" and "Cancel" buttons. At the bottom of the page, there is a footer with the text: "Please contact the Helpdesk for any technical issues." and "Copyright © 2012-2013 Salt River Pima-Maricopa Indian Community. All rights reserved."

You can use the **Profile** link in the main navigation menu to change your *password* or your *profile*. If you choose **Change Profile** you can enter a new email address, a phone number which is optional and you can change your incentive preference. Use the pull-down menu by **Preferred Incentive Type** to find the incentive choices for you.



MYwellpath

- **MYwellpath** goes “Live” on **July 29th!**
- Training sessions to help you set up your account online. Sign up at www.wellpath.info

So that’s a quick overview of the new MYWellPath self-service portal. The portal will go “live” on July 29th. For questions regarding the portal please see your workgroup’s WellPath Champion or the tutorials on the WellPathTV page of WellPath.info. There are a number of training sessions for employees which will walk them through opening their account and providing an overview of the tool. Training dates will be available soon at wellpath.info. There are training days/times on a variety of days and times (including weekends and evenings) as well as face to face in computer labs or via web. Please look for communication from your Champions about training availability.



Questions?

Wellness@srpmic-nsn.gov

Andy Weiler
WellPath Wellness Supervisor
Human Resources, Two Waters Building B
480-362-2673

Andrew.weiler@srpmic-nsn.gov

WellPath works with you, for you. The MYWellPath portal will help employees to keep track of their participation, change their incentives and plan for the future.